

## IEP Indicator for Scheduling

### CREATING A PLAN TYPE

- 1) Go to System Administration >Special Ed >Plan Types,
- 2) Click **New** on Action Bar along top of tab,
- 3) Enter descriptive terms for **\*Abbreviation** and **\*Name** fields,
- 4) Select the check box for Active,
- 5) Enter comments indicating the non-official nature of the use of this Plan Type,
- 6) In the PlanTypeEditor Detail table, Seq and Active have default values entered. These need to remain for the first component, Education Plan, but Seq must be deleted and Active deselected for all other components, as shown below.

**PlanType Detail**

Print Format    **\*Abbreviation**    **\*Name**

NY IEP Format       

Active (this checkbox will mark Plan available for display on the Documents tab droplist)

Comments

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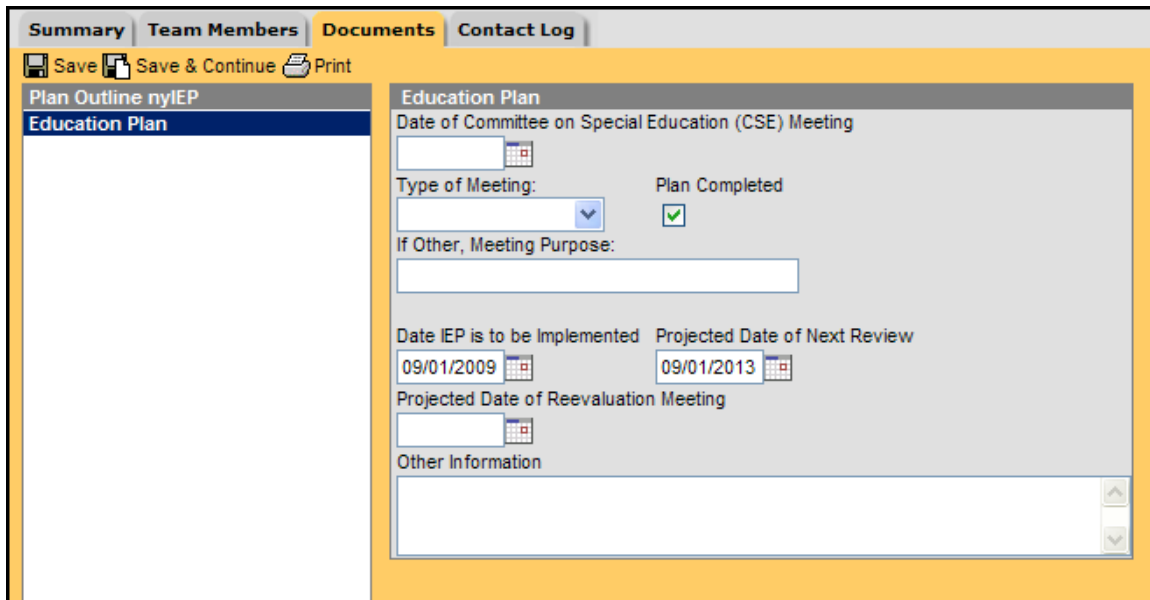
**PlanTypeEditor Detail**

Seq	Active	Name	Comments
<input type="text" value="10"/>	<input checked="" type="checkbox"/>	Education Plan	New York IEP Education Plan: Edit basic attributes of all education plans. This element should be the first item of any IEP
<input type="text"/>	<input type="checkbox"/>	Enrollment Status	New York IEP: Fetch Enrollment special ed status data for display on the IEP.
<input type="text"/>	<input type="checkbox"/>	Enrollment Status	New York IEP: Fetch Enrollment special ed status data for display on the IEP, and allow editing the local values on the plan
<input type="text"/>	<input type="checkbox"/>	Enrollment Status	New York: Fetch Enrollment special ed status data for display on the IEP, and allow editing the local values on the plan. This Enrollment Status editor will also

- 7) Click **Save** on Action Bar along top of tab.
- 8) This Plan is now available for selection on an individual student's Special Ed tabset.

## ***APPLYING PLAN TYPE TO AN INDIVIDUAL STUDENT***

- 1) Go to Student Information >Special Ed >Documents tab,
- 2) Search the desired student,
- 3) Select the scheduling Plan Type from the **Create New Form...** drop-down menu on the Action Bar,
- 4) Three fields are necessary for the Special Ed indicator to appear:
  - Date IEP is to be Implemented
  - Projected Date of Next Review
  - Plan Completed (checkbox).



The dates in the date fields should be part of the dates in the school year for which scheduling is taking place. If desired, the dates could span all years that the student is anticipated to be in the district, and this “document” would never have to be re-entered. Students will show an IEP indicator in all years that the dates span.

However, in some states and districts, the date fields auto-populate when the initial meeting date is entered, and cannot be edited. This is an effort to comply with the legal status of IEPs, which require annual review. In these districts, the scheduling IEP indicator document needs to be re-entered each year.

### ***VIEWING IEP INDICATOR DURING SCHEDULING PROCESS***

Once the Plan has been applied to individual students, an indicator becomes visible in several aspects of Campus.

#### ***Scheduling >Reports >Master Schedule***

There is a column headed IEP which tallies all students in a section, course, or department with a Plan Type entered on their Student Information >Special Ed >Documents tab.

#### ***Scheduling >Schedule Wizard >View Section Roster***

#### ***Scheduling >Schedule Wizard >Manual Roster Builder***

Both of these Schedule Wizard tools pop-up a dialog window in which a folder icon appears before the student name, indicating that a Plan Type has been entered on their Student Information >Special Ed >Documents tab.

#### ***Student Information >Schedule >Walk-in Scheduler >Search***

When a Counselor or other scheduling staff search a course in which they wish to seat a student, the information returned includes a tally of all students in that section with a Plan Type entered on their Student Information >Special Ed >Documents tab.

#### ***Instruction >Roster***

Teachers will see an icon in the IEP column of their Roster view.